

Electronic Course Delivery School Instructions (Updated 06-2015)

Overview

North Dakota Century Code 15.1-21-15 identifies the requirements of offering courses electronically between North Dakota schools and electronic providers. Please note, this process does not pertain to courses provided electronically between approved schools in North Dakota (i.e., in-state IVN courses).

Electronic course delivery applications are to be submitted to the Department of Public Instruction when student grades and credit(s) will be determined by individuals with education licenses outside of North Dakota.

Deadlines

This form must be submitted and approved annually by the Academic Support office prior to a school providing an electronically delivered course.

I. General Information

This section asks for specific information regarding the school seeking to provide courses through an electronic course delivery provider. Please be sure to provide answers for each section.

II. Program Information

In this section, schools will provide information regarding the school's intent and purpose for providing the course.

III. Course Information

Schools must provide course details for **EACH** course being offered from an electronic course provider. In addition, on the DPI approved electronic provider course list, check which course(s) your school will be offering to your students. This list can be accessed on the DPI website at <http://www.dpi.state.nd.us/approve/electronic.shtm> under the Approved Electronic Providers and Courses section.

For Department Use Only

This section is to be completed by the Department of Public Instruction staff once the application has been reviewed. The school will be notified of its approval or need for additional information in a timely manner. In the event that an application is denied, an appeal process will be outlined through formal correspondence.

Questions

If you have questions regarding the Electronic Course Delivery process, feel free to contact the Department of Public Instruction, Academic Support office at (701) 328-2488 or aellefson@nd.gov.

The Electronic Course Delivery—School Application (SFN 59051) can be submitted by:

Mail: Department of Public Instruction
Academic Support
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

Fax: (701) 328-2488

E-mail: aellefson@nd.gov.